



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1450
TOPIC: DRESS CODE
ISSUED BY: JAMES PESCHONG, CHIEF OF POLICE
DATE: 1-1-2016
SUPERSEDES: G.O. 1450, 2015
REFERENCE:

I. POLICY

The Lincoln Police Department establishes these standards of dress and grooming in order to present an appearance that instills confidence and respect. The chief of police is the final authority for interpretation and decisions pertaining to grooming standards and dress code.

II. PROCEDURE

A. Grooming Standards for All Employees

1. Employees shall maintain a neat and clean personal appearance.
2. Extreme styles or items are prohibited.
3. Skin designs including intentional scarring, branding, tattoos or other designs shall not be visible while the employee is on duty.
 - a. Employees hired before August 15, 2008, with a visible skin design acquired prior to that date are grandfathered and exempt from covering that tattoo.

B. Grooming Standards for Commissioned and Uniformed Employees

1. Hair
 - a. Hair shall be worn in a conservative style away from the face and in a manner which does not interfere with vision or police headgear.
 - b. Men's hair shall extend no more than two inches from the head, and shall cover no more than the top half of the ear.
 - c. Women may wear longer hair, up to five inches below the shoulder, but when wearing headgear, hair below the shoulder must be pulled back or underneath the hat.
2. Facial Hair
 - a. Mustaches shall not extend beyond the lower lip, or more than $\frac{1}{2}$ inch beyond the corner of the mouth.

- b. Sideburns shall not extend below the middle of the ear, nor be wider than $1\frac{1}{2}$ inches.
- c. Beards are prohibited.

3. Jewelry and Accessories

- a. Uniformed officers may wear small stud earrings. Plainclothes officers and public service officers may wear small, non-dangling earrings. No more than one earring per ear is permitted. No other visible body piercing ornaments may be worn.
- b. Conservative rings and wristwatches may be worn.
- c. Bracelets and necklaces worn by uniformed personnel must not be visible, except for medic-alert bracelets.
- d. Eyeglasses or sunglasses of a conservative style may be worn.
- e. Decorative hair accessories may not be worn in uniform.
- f. Unauthorized ornaments shall not be worn on the uniform.

C. Uniform Specifications for Commissioned Officers

1. The following issued items constitute the uniform:
 - a. Headgear: Regulation department issued stocking cap, hat, headband or jacket hood.
 - b. Shirts: Department-issued long sleeved shirts, short sleeved shirts and exterior vest carriers. Shirtsleeves will not be rolled up.
 - c. Neckwear: Department-issued necktie to be worn as an option with long sleeved shirts.
 - d. Undergarments: Officers will supply their own undergarments. Any visible T-shirt must be a black crew neck and shall not extend below the sleeve.
 - e. Coats: Department-issued duty jackets and raincoats.

- f. High-visibility vest: Officers shall wear the high-visibility vest when directing traffic, or engaged in other work in the roadway when traffic is present.
 - g. Trousers: Department-issued uniform. Trousers belts will be supplied by officers, and must be plain black with a conservative buckle.
 - h. Footwear: Officers will supply their own footwear. Socks, if visible, must be black. Shoes and boots shall be all black and shined.
 - i. Gunbelt: Department-issued black equipment belt with holster, handcuff case, keepers, OC spray case, flashlight holder, radio holder, magazine case, and baton or TASER holder.
 - j. Patch: Department shoulder patches will be worn on the sleeves of duty jackets, lightweight jackets, and shirts, centered on the sleeve ½ inch below the shoulder seam.
 - k. Badge: Shall be worn on the outer garment at all times.
 - l. Name tag: Shall be worn on the outermost garment just above the right breast pocket.
 - m. Whistle: May be worn with a clip or a whistle chain on the right side. If clipped, it should attach to the pocket flap. Chain should attach to the button on the right epaulet of the uniform shirt.
 - n. Miscellaneous Items: Pens and pencils, and one department awards pin may be worn as part of the uniform.
 - o. Rank Insignia shall be worn on shirts and duty jackets.
 - (1) Sergeant: Fabric chevrons centered on both sleeves, ½ inch below patch.
 - (2) Captain: Double gold bars on each side of shirt collar parallel to, and ¼ inch from, front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam
 - (3) Assistant chief: Single gold star, centered on each side of the shirt collar, ½ inch from the front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
 - (4) Chief: Two gold stars centered on each side of the shirt collar, ¼ inch from the front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
2. The following items are optional approved uniform gear, which may be supplied by officers at their own expense and worn as part of the uniform:
- a. Sweaters: Navy blue, may be worn with or without a tie. Sweaters must conform to department specifications.
 - b. Turtlenecks: Black may be worn under long sleeved shirts.
 - c. Gloves and Scarves: Black.
 - d. Overshoes: Black, plain pull-on or zippered.
 - e. Body Armor
 - (1) The purchase of concealed body armor is subject to reimbursement pursuant to labor contract.
 - (2) Officers may obtain body armor from the Property and Evidence Unit on a temporary basis.
 - (3) Body armor is mandatory for SWAT team members during pre-planned call-outs and for personnel involved in entry teams during pre-planned raids and warrant service. In other circumstances, the wearing of body armor is optional.
 - f. Belt Accessories: Key rings and black utility cases for such items as cellular phones, pocket knives, CPR shields, vinyl gloves, etc.
 - g. Tattoo sleeve cover: Black.
- D. Uniform Specifications for Civilian Uniform Positions
- 1. Although styles, colors and materials may differ, the uniform specifications for civilian uniform positions are the same as for commissioned personnel, with the following exceptions:
 - a. Department issued polo shirts.
 - b. Uniform shorts are an option to long trousers.
- E. Specifications for Non-Uniformed Officers
- 1. Plainclothes officers are expected to carry their firearm and accessories concealed when in public. Officers' choice of apparel should not interfere with access to their firearm and accessories.
 - 2. Officers will carry their commission and badge on their person at all times, unless directed otherwise by a commanding officer.
 - 3. Plainclothes officers are expected to dress in business attire and may wear the following acceptable clothing items in various combinations:
 - a. Suits
 - b. Sports coats or jackets
 - c. Slacks

- d. Sweaters
- e. Dress shirts or blouses
- f. Dresses
- g. Ties
- h. Turtlenecks
- i. Sport shirt with collar
- j. Skirts
- k. Dress footwear
- 4. Plainclothes officers will be issued at least one complete uniform.
- 5. Officers not in uniform will wear a visible department issued ID card while in police facilities.

F. Specifications for Civilian Employees

- 1. Civilian employees are to wear clothing appropriate to their function within the department, of a type typically worn in similar private sector employment in this community.
- 2. Employees in public contact positions must present a professional appearance. Generally, clothing of the same type authorized for plainclothes officers will be approved for such employees.
- 3. Gaudy designs cartoons or slogans will not be permitted.
- 4. Civilian employees are to wear a visible department issued ID card while in police facilities.

G. General Uniform Dress Code

- 1. Only issued and/or authorized apparel, uniform equipment, or accessories are to be worn or used. Deviations from uniform specifications require approval by the chief of police, except:
 - a. Division heads may make long-term exceptions for special assignments, such as undercover investigations;
 - b. Commanding officers or unit managers may make short term exceptions for special purposes.
- 2. Uniforms shall be kept neat, clean, well pressed and maintained in good repair. All pockets are to be buttoned. All leather, badges and accessories shall be properly polished and maintained.
- 3. Employees shall not wear the uniform off-duty except when traveling to and from duty or when employed at an approved off duty job.
- 4. Uniformed employees shall wear a complete uniform, but may elect to wear approved or issued items suitable for their comfort in the weather.

- 5. When appearing for court or at any official hearing, employees will wear the uniform or business attire.
- 6. While on duty, the following equipment shall be kept readily available: commission, weapon, radio, flashlight, notebook, whistle, handcuffs and key, baton, and other equipment required in the performance of the assigned duty.
- 7. The Department will provide utility wear for SWAT, K-9, Crime Scene Techs, PSO, Motor Officers, Bike Patrol and other special duties.
- 8. Utility uniforms and equipment are to be worn only when performing in those functions.